

# **TEAM-Web User Guide**

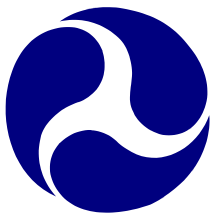
## **Chapter 8** *Project Management*

**Version: 2.5**  
**Date: 11/10/2010**



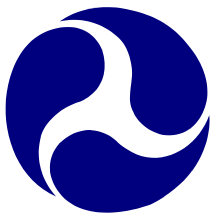
Version	Date	Description	Change By
1	9/26/2007	Initial Online Versions and updates	Travis Klein
1.1	10/18/2005	Formatting Changes and Updates. Updates to the new closeout process	Travis Klein
2	4/23/2007	Major Formatting Changes and updates as	Travis Klein
2.01	6/5/2007	Continued formatting changes and updates	Travis Klein
2.02	6/6/2007	Indexing and referencing	Travis Klein
2.03	2/29/2008	Minor reference and wording modifications	Travis Klein, Patty String
2.1	7/2/2008	Delete Closeout Amendment tool reference	Travis Klein
2.2	3/17/2010	Screen shots updated	Sarmail Singh, Ashraf Naeem, Nasim
2.3	5/27/2010	FFR New Release v.4.4. Formatting corrections. Screen shots updated	Mei Sum Lee (Yvonne)
2.4	6/15/2010	FFR New Release v.4.4.1(Line N)	Mei Sum Lee (Yvonne)
2.5	11/10/2010	ARRA CloseOut process	Mei Sum Lee (Yvonne)

*\* Note: previous versions of the online User Guide may have been updated as needed without consistent versioning. Some previous change versions may be omitted or estimated. Versioning shall be consistent henceforth.*



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## **Project Management**

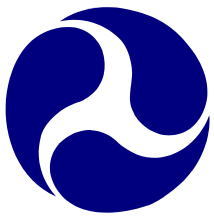
### **Overview**

This chapter will cover the following project management features in TEAM-Web: Financial Status Report, Milestone/Progress Report, Revise Project Budget, Approve Budget Revision, Project Funds/Status, FPC Transfer, Project Info, and New Closeout.

### **Federal Financial Report**

The Federal Financial Report (FFR) has replaced the Financial Status Report (FSR) in TEAM. The FFR is one of the two reports (usually quarterly), which are required to be filed by Recipients of FTA funds for active/executed projects. The FFR is generally submitted before the Milestone Progress Report.

1. The FFR page permits multiple updates as invoices come in (when saved as a Work In Progress). The user has 30 days to Submit. Once submitted and past the reporting period, the information can be viewed but not changed. From the navigational menu, click Project Management and query your project (see Figure 1).
2. Click Federal Financial Report. The FFR page has a Summary, Financial Status, and Remarks & Certification tab.



**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

☐ Work In Progress ☒ Submit Report

Recipient: 1451 TOWN OF BLACKSBURG

Project: VA-90-X254-00 FY '05 Operating and Capital Grant

Amendment: FY '05 Operating and Capital Grant

DUNS Number: 010071975 EIN Number:

Report Type:  
☒ Quarterly ☐ Monthly ☐ Annual ☐ Other

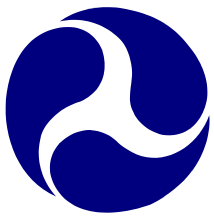
Period: 2010, 1st Quarter Indirect Expense:  
Type: N/A

Final Report? No, Not Final Report

Figure 1

## Summary Tab

3. The Summary tab provides basic information (See Figure 1), with entry fields for the Period of the FFR, Initial Submission and Last Update dates, selection for whether or not it is a Final Report, selections for whether it is a Paper Award or requires Pre-Award Authority, and other relevant summary information. This tab is also where you mark whether the report is to be submitted by selecting **Submit Report**, or save as un-submitted by selecting **Work In Progress**.
4. Some of the labels in the Summary Tab have been changed. *Type of Rate* is now *Type*. *Total Amount* has been changed to *Amount Charged*. The label *Cost Plan* will now appear as *Indirect Expense*. Finally, the label *Federal Amount* was changed to *Federal Share*. The Summary tab also displays the Recipient Information, Report Status, and Project Status. Fields with a blue border may be edited. A new radio button was added allowing Grantees the option of marking their reports as “annual” now. Also, visible

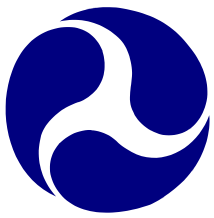


on the summary tab is a fields for DUNS & EIN numbers. The information for these fields is pulled from the recipient profile screen.

## Financial Status Tab

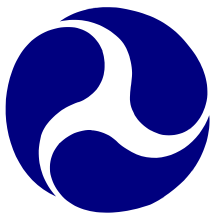
5. The Financial Status tab is used to prepare federal financial reports (see Figure 2). The federal financial report provides a snapshot of funds drawn and/or encumbered through the latest reporting period (see table below here).

Line	Label	Editable (Y/N)	Pre- Populated (Y/N)	System Calculated Value (Y/N)	Field Type	Notes/Comments
A	Federal Cash on Hand at the Beginning of Period:	Y	N	N	Currency	Editable by user. This field will not allow a negative number.(Federal Cash on Hand at the Beginning of the Period + Federal Cash Receipts) – Federal Cash Disbursements
B	Federal Cash Receipts	Y	N	N	Currency	Editable by user. This field will not allow a negative number.
C	Federal Cash Disbursement	Y	N	N	Currency	Editable by user. This field will not allow a negative number.
D	Federal Cash on Hand at End of Period (A+B-C):	N	N	Y	Currency	This field is a system calculated field and it will not be editable by the user. This field will not allow a negative number.
E	Total Federal Funds Authorized:	N	Y	N	Currency	This is a system generated field, Not editable. Populated from the cumulative Total federal Amount in the Project Control Totals. INCLUDES ALL AMENDMENTS. This field will not allow a negative number
F	Federal Share of Expenditures:	Y	N	N	Currency	This Period and Cumulative are editable for all report. This field will not allow a negative number



Line	Label	Editable (Y/N)	Pre-Populated (Y/N)	System Calculated Value (Y/N)	Field Type	Notes/Comments
G	Recipient Share of Expenditures:	Y	N	N	Currency	This Period and Cumulative are editable for all report. This field will not allow a negative number
H	Total Expenditures (F+G):	N	N	Y	Currency	This field will not allow a negative number. Read only
I	Federal Share of Unliquidated Obligation:	Y	N	N	Currency	This field will not allow a negative number. Editable by user
J	Recipient Share of Unliquidated Obligation.:	Y	N	N	Currency	Editable by user. This field will not allow a negative number.
K	Total Unliquidated Obligations:	N	N	Y	Currency	Read only. This field will not allow a negative number.
L	Total Federal Share (F+I):	N	N	Y	Currency	This field will not allow a negative number. Read only
M	Unobligated. Balance of Federal Funds (E-L):	N	N	Y	Currency	This field will not allow a negative number. Read only
N	Total Recipient Share Required.:	N	Y	N	Currency	Read only and auto-populate from the cumulative Total Local Amount + Total State Amount in the Project Control totals. This field will not allow a negative number.
O	Remaining Recipient Share to be Provided N-(G+J):	N	N	Y	Currency	Read only field, This field will not allow a negative number.
P	Federal Program Income on Hand at Beginning of Period:	Y	N	N	Currency	This field will not allow a negative number. Editable by user

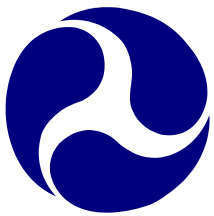




Line	Label	Editable (Y/N)	Pre-Populated (Y/N)	System Calculated Value (Y/N)	Field Type	Notes/Comments
Q	Total Federal Program Income Earned:	Y	N	N	Currency	This field will not allow a negative number. Editable by user
R	Federal Program Income Expended in Accordance with the Deduction Alternative:	Y	N	N	Currency	This field will not allow a negative number. Editable by user
S	Federal Program Income Expended in Accordance with the Addition Alternative:	Y	N	N	Currency	Default to 0. This field will not allow a negative number. Read only
T	Federal Program income Expended on allowable Transit capital and operating expenses	Y	N	N	Currency	This field will not allow a negative value. Editable by user
U	Federal Unexpended Program Income (P+Q-R or S or T):	N	N	Y	Currency	Lines T, R, and S, are mutually exclusive. 1st period, the recipient will enter amount in line P. Subsequent periods, line P is carried over from line U in the preceding reporting period. This field will not allow a negative number. Read only

Entry fields appear with a blue border. Total amounts can be entered in the Cumulative column, or current-period amounts in the This Period column (if applicable).

- a. The **Previous** column displays total amounts through the last report submitted.
- b. The **This Period** column displays the current-period totals, which is the cumulative minus the previous amounts.

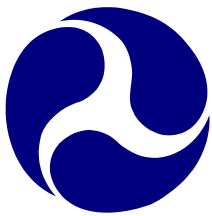


- c. The **Cumulative** column is the total amounts, adding the previous plus the current period amounts.
6. Enter amounts for any or all of Lines F (Federal Share of Expenditures), G (Recipient Share of expenditures) and TEAM-Web will calculate the Total Expenditures: (F + G) in Line H.
  7. Once submitted, the Cumulative amounts in Lines F & G will carry forward to the previous column when the TEAM-Web FFR is opened for the next reporting period. It is also important to note that not only have some of the labels changed in the FFR screen, but new lines have been added, that must be updated each quarter.

The screenshot displays the 'Federal Financial Report' window. It has a title bar with standard icons and a menu bar with 'Summary', 'Financial Status', and 'Remarks and Certification'. The 'Summary' tab is active. The main area contains a table with the following data:

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$0.00
C. Federal Cash Disbursements:			\$0.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$72,815.00
F. Federal Share of Expenditures:	\$55,463.00	\$0.00	\$55,463.00
G. Recipient Share of Expenditures:	\$13,866.00	\$0.00	\$13,866.00
H. Total Expenditures:(F+G)	\$69,329.00	\$0.00	\$69,329.00
I. Federal Share of Unliquidated Obligations:			\$17,352.00
J. Recipient Share of Unliquidated Obligations:			\$4,338.00
K. Total Unliquidated Obligations(I+J):			\$21,690.00
L. Total Federal Share (F+I):			\$72,815.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$0.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Figure 2



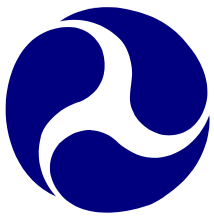
## Remarks & Certification Tab

8. The Remarks and Certification tab (see Figure 3) is used to enter additional information pertaining to the FFR. The two boxes for Recipient and FTA Remarks still remain. There is now a message that appears below FTA Remarks and Recipient Remarks that grantees must check off and agree to before being able to submit their FFR. Once, a user has checked off the boxes correspondently, name will automatically populate into the Name field along with current date under each remark in the Remarks & Certifications tab.
9. Click the paperclip icon to attach additional files (of any type, such as spreadsheets, word processing documents, pictures, etc) to the project.

Note: The option to select Work In Progress or Submit are displayed at the top of the Summary tab (the default is Work In Progress)

The screenshot shows the 'Federal Financial Report' window with the 'Remarks and Certification' tab selected. The window has a title bar with standard icons. Below the title bar are three tabs: 'Summary', 'Financial Status', and 'Remarks and Certification'. The 'Remarks and Certification' tab is active and contains two main sections: 'Recipient Remarks' and 'FTA Remarks'. Each section has a text area for remarks, a checkbox for certification, and fields for 'Name' and 'Date'. The 'Recipient Remarks' section has a checkbox labeled 'When this report is submitted to FTA, the submitter and the individuals providing the information submitted to FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)'. The 'FTA Remarks' section has a checkbox labeled 'I reviewed the report and any associated review comments are documented in the FTA remarks field.'.

Figure 3



### **Additional Notes:**

- If you have pre-award authority then you must submit an FFR. If you have not incurred costs, you must submit a \$0 FFR.
- You must enter information in rows A and B in if you have incurred pre-award costs.
- You must enter information in rows D and E for total and local amounts for contracts awarded but not yet paid (only for the end of the quarter).
- The TEAM-Web system will calculate the federal share of these costs. Click the Save icon to save your information
- Subsequent FFRs can be submitted by putting information into the cumulative column in the FFR financial status screen.
- Prior Federal Financial Reports will only open in read-only mode; no changes can be made to previous quarter reports.

### **Milestone/Progress**

The Milestones/Progress Report is the other (usually quarterly) report, aside from the Financial Status Report, that is filed by Recipients of FTA funds for active/executed projects. The Milestone/Progress Report is used to track progress at the budget level. It is initially based on the Milestone schedule completed when the application is first created, submitted, and approved. Milestones are required for rolling stock and other activities at the ALI level. The system also allows for Milestones to be added at the project and Scope levels.

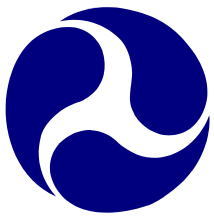
1. Click Project Management in the navigational menu to query for your project (if necessary), and then select Milestone/Progress (see Figure 4). The Milestone/Progress Report page is where most reporting is performed. Previous quarters may be viewed but not changed. There are options to submit a report monthly, quarterly, or other. There are 2 tabs; the Summary tab provides details on the Recipient, and the Milestone Status tab is used to prepare milestone status reports.



Figure 4

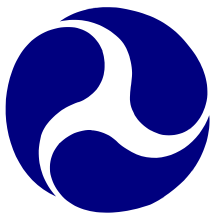
## Summary Tab

2. Look at the Report Status in the **Summary** tab, and then enter information into the Project Status Overview if you have comments about the project (see Figure 4).
3. Select the Period and whether or not this is a Final Report. Also add comments as needed to the Project Status Overview field.
4. Select whether the report is to be submitted by choosing either **Submit Report**, or by selecting to save this as a **Work In Progress**.



## Milestone Status Tab

5. Click the Milestone Status tab (see Figure 5). This is where you enter a new report or update/add to an existing, current-quarter, “Work In Progress” report.
6. An activity line item summary is displayed at the bottom of this page. Selecting different activity line items will refresh this information to reflect the selected ALI.
7. The 3rd Party Contractor Code dropdown list displays contractors the Recipient may choose for rolling stock purchases.
8. The Navigation and Milestone table lists all current ALIs with Milestones, and is used to select items to view or modify, and to enter estimated, revised, and actual completion dates.
9. The Milestone Detail Description comment field is used for entering additional information about a specific Milestone. The Milestone Progress comment field is used for entering an explanation for the revised date on a specific Milestone.
10. To update the latest report, select an ALI (or a Scope) from the Table.
11. Milestones are tracked by activity and date – Orig. Est. Comp. Date (from original Milestones schedule), Rev. Est. Comp. Date, and Actual Comp. Date. Click the entry field on the selected ALI’s row in the Revised Completion Date column and enter the revised date.
12. Click the entry field on the selected ALI’s row in the Actual Completion Date column, and enter the actual date.
13. If you selected Rolling Stock vehicle purchases, you must enter a contractor code for those Milestones. Click on the Milestone and select a contractor from the 3rd Party Contractor Code dropdown list at the bottom of the page.
14. Click OK to save your Milestone Progress Report



ment\_id=200537&contract\_id=200537&readonlyflag=0&GUID=QUALITY\_A5F56DDF11EB410A887196FB88023F50

### Milestones Status Report

5

ADD DELETE

14

Summary Milestone Status

Scope-ALI	Seq No	Milestone Description	Orig. Est. Comp. Date	Rev. Est. Comp. Date	# Rev	Actual Comp. Date
12200	1	RFB Issued	11/28/1995		0	
	2	Contract Award	2/1/1999		0	6/30/2000
	3	Project Complete	9/30/2005	6/30/2009	11	
12200-122306	1	RFP/IFB Issued	11/28/1995		0	
	2	Contract Award	2/1/1999		0	6/30/2000
	3	Contract Complete	9/30/2005	6/30/2009	10	
12200-127104	1	RFP/IFB Issued	11/28/1995		0	
	2	Contract Award	2/1/1999		0	6/30/2000
	3	Contract Complete	9/30/2005	6/30/2009	8	

10

12

11

7

13

9

Line Item: 122306 3rd party construction

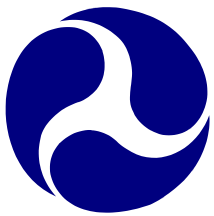
FTA Amount: \$24,760,782.0 Total Eligible Cost: \$30,950,978.0 Quantity: 0

3rd Party Contractor Code:

Milestone Detail Description Milestone Progress

Internet 100%

Figure 5



Notes: In TEAM-Web, there is a choice for selecting Monthly Report, Quarterly Report, or Other. Previous quarter information may not be modified, but may be viewed. Standard Milestones (rolling stock – buses, rail cars, ferries) cannot be deleted, and when standard Milestone 2 – Contract Awarded has an “Actual Comp. Date” entered, then a 3rd Party Contractor Code must be selected.

## Revise Project Budget

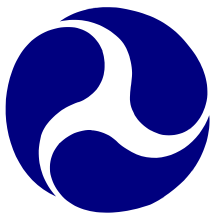
Revising the project budget involves shifting funds between Activity Line Items. You are not able to reduce Federal funds in a budget revision. Both increases and reductions in funds will require an amendment, as will changes in Scope. If there is a drastic change when shifting funds between ALIs, this will also require an amendment. FTA regional offices will decide if an amendment needs to be created for budget revisions that involve shifting funds.

1. Query your project under Project Management (see Figure 6)
2. Click Revise Project Budget on the navigational menu

## Summary Tab

3. The first tab displayed is the Summary tab (see Figure 6). This tab provides information about the budget revision, and basic header information on the project.
4. If there is no current pending revision, the screen opens with the Revision # field defaulting to “Rev. No.: X (Current-New Request)”. Begin your revision by providing text in the Reason field.
5. When a revision is performed, the Created field is populated with the name of the user creating the revision and the date of the revision. When it is submitted for FTA review/approval, the Submitted field is populated with the submitting user’s name and the date of submission. Once approved by FTA, the Approved field is likewise populated with the FTA official’s name and the date of approval.





TEAM Web Version 1.0 - Microsoft Internet Explorer

Revise Project Budget (VA-90-0031-12) - Microsoft Internet Explorer

**Revise Project Budget**

Summary | Revise Budget | View Budget | Change Log | Revise Control Totals

Recipient: 5523 BUSINESS MANAGEMENT RESEARCH ASSO, INC

Project: VA-90-0031-12 MONITOR GRANTEE PROCUREMENT

Amendment: Increase Task Order

Revision #: Rev. No.: 1 (Current\_Drafted)

Reason: 4

Created: 7/26/2001 Jim Muir

Submitted:

Approved:

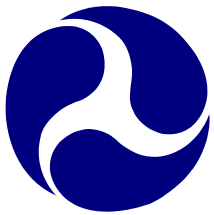
	Quantity	FTA Amount	Total Elig. Cost
Current:	0	\$1,481,833.00	\$1,481,833.00
Change:	0	\$0.00	\$0.00
Revised:	0	\$1,481,833.00	\$1,481,833.00
% Change:	0.00%	0.00%	0.00%

Approver Notes:

Figure 6

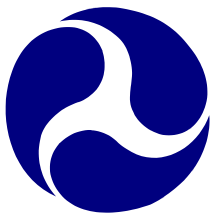
## Revise Budget Tab

6. Click the Revise Budget tab (see Figure 7). This tab is where fund amounts may be shifted from one ALI to another ALI.
7. The current budget appears on the left side of the page. The revision table on the right is used to enter budget and quantity revision amounts. Select an existing ALI and make the necessary changes.
8. Enter a justification for the budget revision in the Details entry field.
9. Check the Reviewer Messages field for automatically updated information and results from the Application Reviewer. This review adheres to budget revision request requirements.
10. When shifting funds between ALIs, go to the ALI that you will be adding funds to, and add the shifted amount to the current amount. Then go to the ALI that you will be removing funds from, and subtract the



shifted amount from the current amount.

- 11.** For a shifting of funds, reduce the funds in the FTA column only.
- 12.** To add an ALI, click the “Add” button and add the ALI number in the Budget Activity field
- 13.** Tab or click out of the field and the default Activity Line Item Description appears; add appropriate quantity and cost figures (and AFC, if necessary), and provide a Details justification for the added ALI.
- 14.** As with the budget, you can click the Magnifying Glass icon and select an existing Scope in the Budget Details screen. You can select individual ALIs from the folders by selecting an ALI, then clicking on the right arrow. Click OK to return to the Revise Budget page, and enter the necessary data and text for the new ALI(s). (Note: See the Budget section of Chapter 4 for more details)
- 15.** Project Control Totals and Difference amounts appear at the top of the screen showing any changing differences, as existing ALIs are modified or deleted and/or new ones added. The goal is a balanced (no Difference amounts), revised budget.



**Revise Project Budget**

6 ADD 12 DELETE 14

Summary Revise Budget View Budget Change Log Revise Control Totals

PRJBUD

- 20000
  - 222102
- 50000
  - 510501
  - 510502
  - 510503
- 51000
  - 510501

OTHER

☐ Pending ☒ Current

**PROJECT CONTROL TOTALS:** 0 \$1,481,833.00 \$1,481,833.00

**DIFFERENCE:** 0 \$0.00 \$0.00 15

Activity	Activity Line Item Description	Qty	FTA Amount	Total Elig. Cost
222102	GRT PROF SER 3RD PRY TECH AST	0	\$807,181.00	\$807,181.00

20000 \*\* HUMAN RESOURCES 0 \$807,181.00 \$807,181.00

Scope/ALI: 222102

Std. Desc: GRT PROF SER 3RD PRY TECH AST

User Desc: GRT PROF SER 3RD PRY TECH.

Fuel: [dropdown]

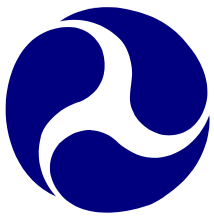
Reviewer: 9

Messages:

Details: 8

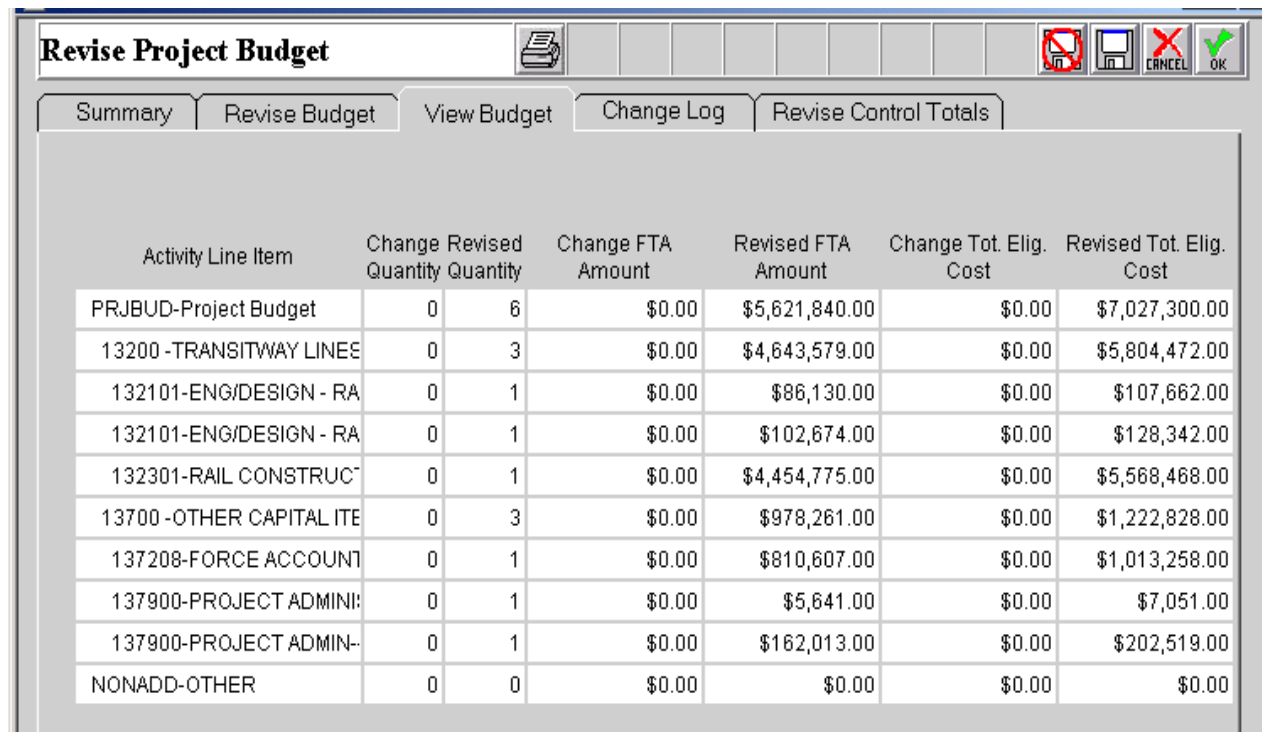
Done Internet

Figure 7



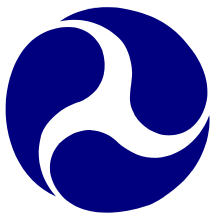
## View Budget Tab

16. Click the View Budget tab (see Figure 8). This tab permits viewing the current (proposed) budget in spreadsheet format. Note that no modifications may be made on this tab.



Activity Line Item	Change Revised Quantity	Revised Quantity	Change FTA Amount	Revised FTA Amount	Change Tot. Elig. Cost	Revised Tot. Elig. Cost
PRJBUD-Project Budget	0	6	\$0.00	\$5,621,840.00	\$0.00	\$7,027,300.00
13200 -TRANSITWAY LINEE	0	3	\$0.00	\$4,643,579.00	\$0.00	\$5,804,472.00
132101-ENG/DESIGN - RA	0	1	\$0.00	\$86,130.00	\$0.00	\$107,662.00
132101-ENG/DESIGN - RA	0	1	\$0.00	\$102,674.00	\$0.00	\$128,342.00
132301-RAIL CONSTRUCT	0	1	\$0.00	\$4,454,775.00	\$0.00	\$5,568,468.00
13700 -OTHER CAPITAL ITE	0	3	\$0.00	\$978,261.00	\$0.00	\$1,222,828.00
137208-FORCE ACCOUNT	0	1	\$0.00	\$810,607.00	\$0.00	\$1,013,258.00
137900-PROJECT ADMINI	0	1	\$0.00	\$5,641.00	\$0.00	\$7,051.00
137900-PROJECT ADMIN-	0	1	\$0.00	\$162,013.00	\$0.00	\$202,519.00
NONADD-OTHER	0	0	\$0.00	\$0.00	\$0.00	\$0.00

Figure 8



## Change Log Tab

17. Click the Change Log tab (see Figure 9). This tab is also read-only, and allows viewing of the revised line items in the project budget.

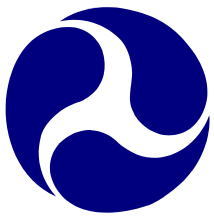
Activity Line Item	Change Revised Quantity	Change FTA Amount	Revised FTA Amount	Change Tot. Elig. Cost	Revised Tot. Elig. Cost
--------------------	-------------------------	-------------------	--------------------	------------------------	-------------------------

Figure 9

## Revise Control Totals Tab

18. The Revise Control Totals tab page presents all the control totals in the Project budget in a spreadsheet format.
19. The view to the left within Figure 10 displays the Change Control Totals. You can change the view by selecting the second radio button to All Control Totals – the view displayed to the right within Figure 10.
20. Please notice that the modifiable fields are “outlined”
21. Click the OK icon to save the new revision or the modified, existing revision. You have the option to save this revision as a Work In Progress, or to submit it
22. After submitting the budget revision, FTA will determine whether or not the revision is approved.

Note: Only non-FTA money may be shifted and/or altered.



**Revise Project Budget**

Summary | Revise Budget | View Budget | Change Log | Revise Control Totals

☒ Change Control Totals  
☐ All Control Totals

**BUDGET TOTALS:** FTA Amount: \$105,251,373.00 Tot. Elig. Cost: \$131,564,216.00  
**DIFFERENCE:** \$0.00 \$0.00

CONTROL TOTALS:	Current Revision Changes	Pending Project Totals	Prior Approved Project Totals	Pending Amendment Totals	Prior Approved Amendment Totals
Gross Project Cost:	\$0.00	\$131,564,216.00	\$131,564,216.00	\$-1.00	\$-1.00
Adjustment Amt:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Eligible Cost:	\$0.00	\$131,564,216.00	\$131,564,216.00	\$-1.00	\$-1.00
Total FTA Amount:	\$0.00	\$105,251,373.00	\$105,251,373.00	\$105,251,373.00	\$105,251,373.00
Total State Amount:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Local Amount:	\$0.00	\$26,312,844.00	\$26,312,844.00	\$-703,308.00	\$-703,308.00
Other Federal Amt:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Special Cond. Amt:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 10

## Approve Budget Revision

23. For the FTA user to approve the budget revision, they simply have to click on the approve icon identified in Figure 11.
24. Conversely, the FTA can disapprove the revision just as easily with the disapprove icon.
25. After the FTA has approved the budget revision, the screen will update and the approve/disapprove icons will be replaced with an Undo icon. The FTA user can undo their approval action by clicking this.



**Revise Project Budget**

Summary | **Revise Budget** | View Budget | Change Log | Revise Control Totals

Recipient: 1814 MISSOURI DEPARTMENT OF TRANSPORTATION  
Project: MO-16-X043-00 Vehicles, State Admn  
Amendment: Vehicles, State Admn

Revision #: Rev. No.: 1 (Current-Submitted) ▼

Reason:

Created: 3/31/2010 Christina Brundin  
Submitted: 3/31/2010 Christina Brundin  
Approved:

	Quantity	FTA Amount	Total Elig. Cost
Current:	39	\$1,080,027.00	\$1,342,784.00
Change:	3	\$0.00	\$3,500.00
Revised:	42	\$1,080,027.00	\$1,346,284.00
% Change:	7.69%	0.00%	0.26%

**Revise Project Budget**

Summary | **Revise Budget** | View Budget | Change Log

Recipient: 1814 MISSOURI DEPARTMENT OF TRANSPORTATION  
Project: MO-16-X043-00 Vehicles, State Admn  
Amendment: Vehicles, State Admn

Revision #: Rev. No.: 1 (Appr.: 4/19/2010) ▼

Reason:

Created: 3/31/2010 Christina Brundin  
Submitted: 3/31/2010 Christina Brundin  
Approved: 4/19/2010 Luam Tesfaye

	Quantity	FTA Amount	Total Elig. Cost
Current:	39	\$1,080,027.00	\$1,342,784.00
Change:	3	\$0.00	\$3,500.00
Revised:	42	\$1,080,027.00	\$1,346,284.00
% Change:	7.69%	0.00%	0.26%

Approver Notes:

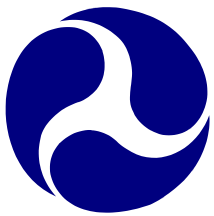
Figure 11

**Note:** After approving a budget revision that includes a reduction in funds needed, FTA must deobligate funds. See Chapter 6 for deobligation steps.

## Project Funds/Status

### Summary Tab

1. The Project Funds/Status screen is view only.
2. The Summary tab displays the general information as displayed Figure 12.

The screenshot shows a web application window titled "Project Funds/Status". It has three tabs: "Summary", "Project Funding", and "By Amendment". The "Project Funding" tab is selected. The form contains several fields: "Recipient:" with value "1427" and "CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY"; "Project:" with value "PA-03-0299-04" and "Corridor One Regional Rail Project"; "Amendment:" with value "Corridor One Regional Rail Project"; "Recipient UZA:" with value "420890" and "HARRISBURG, PA"; "Project Type:" with value "Grant Award"; "Cost Center:" with value "65000"; "Status:" (empty); "Last Disb Date:" with value "5/21/2007"; "FRC Ctrl #:" (empty); "Close Date:" (empty); "User Name/Title:" (empty); and "Date/Time:" (empty). There are icons for print, cancel, and OK in the top right corner.

Project Funds/Status		
Summary	Project Funding	By Amendment
Recipient:	1427	CUMBERLAND-DAUPHIN-HARRISBURG TRANSIT AUTHORITY
Project:	PA-03-0299-04	Corridor One Regional Rail Project
Amendment:	Corridor One Regional Rail Project	
Recipient UZA:	420890	HARRISBURG, PA
Project Type:	Grant Award	Cost Center: 65000
Status:		Last Disb Date: 5/21/2007
FRC Ctrl #:		Close Date:
User Name/Title:		Date/Time:

Figure 12

## Project Funding Tab

3. The Project Funding tab is also view only (see Figure 13).
4. You can view the data in two different formats: Account Class Code and Financial Purpose Code.
5. Click on the drop down arrow to select the desired view.



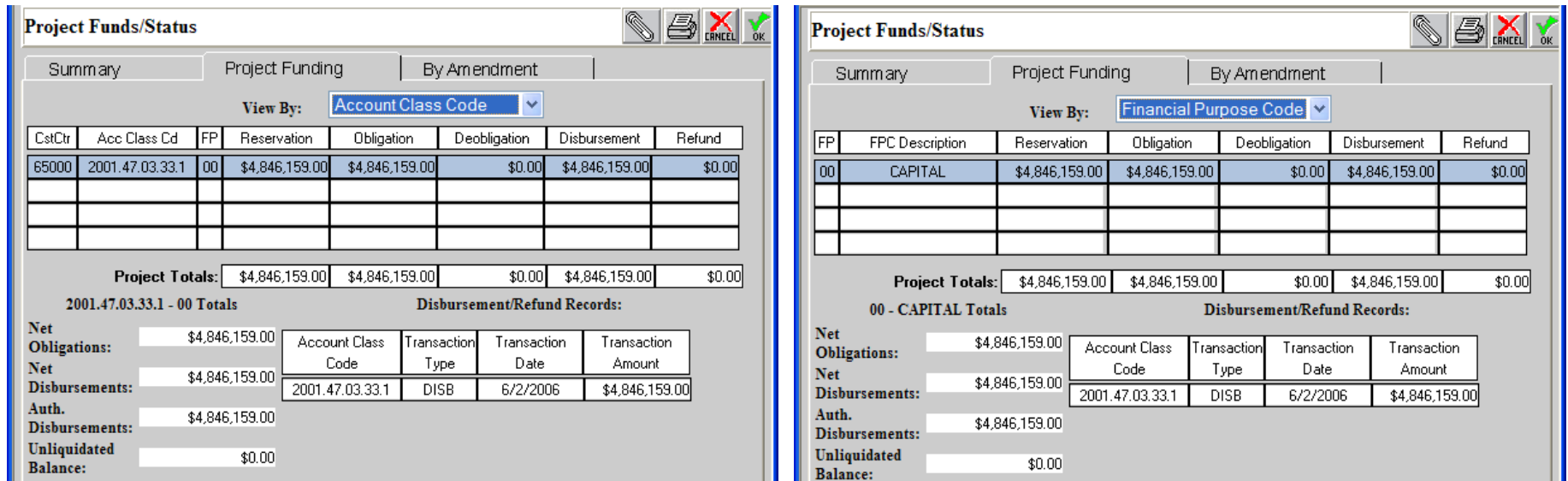
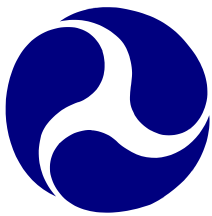


Figure 13

## By Amendment Tab

6. The view only By Amendment tab has two drop down options to view data (see Figure 14).
7. Click on the drop down arrow next to Amendment number. Select the last Amendment Number that you would like to view.
8. Click on the drop down arrow next to View. You may choose to view only the selected amendment from the previous drop down screen [Selected Amendment Only], or you may elect to view all of the amendments up to and including the selected amendment [Cumulative to selected Amendment]

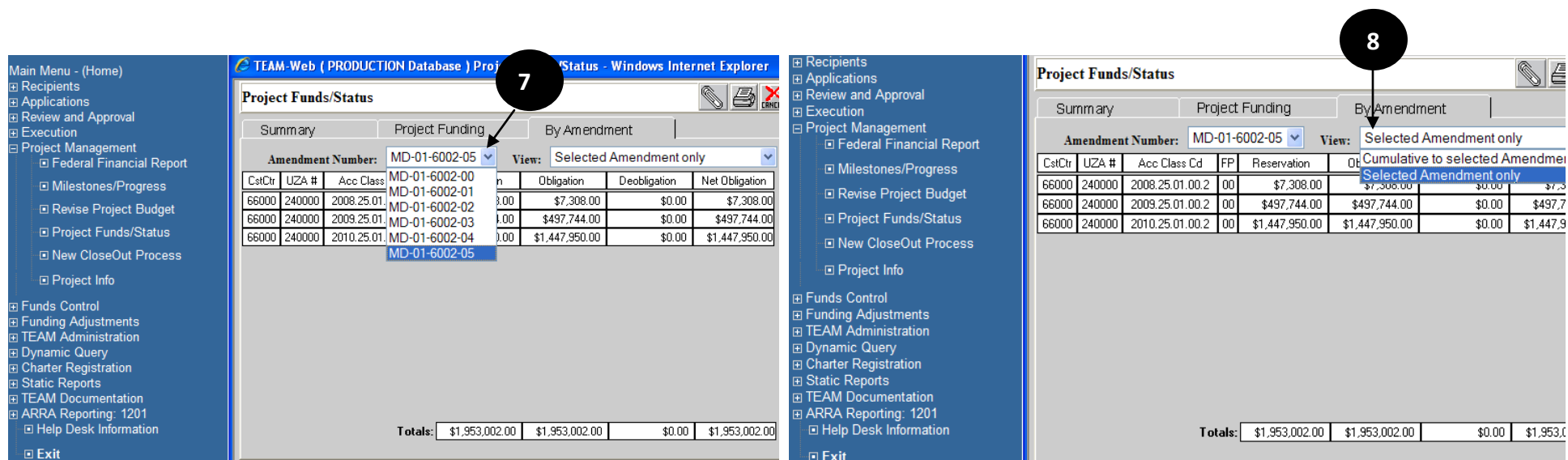
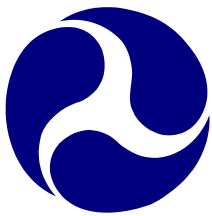


Figure 14

## FPC Transfer

### FPC Transfer Tab

1. The current funding for a project is shown on this screen (see Figure 15).
2. The highlighted Acct. Class Code from the table to the far left reveals all the instances of where and when the project was funded in the center "Transfer From:" table.
3. The data highlighted in the "Transfer From:" table reveals all of the eligible FPC's the user can transfer from in the "Transfer to:" table to the far right. If an FPC is not listed, then the user cannot legally perform the transfer.



4. The user can type in the transfer amount up to the amount shown in the “Available for Transfer” column. This value represents the total funding minus all disbursements.
5. Remarks pertinent to the transfer may be made in the FPC Transfer Remarks field.

The screenshot shows the 'FPC Transfer' form. At the top, there are tabs: 'FPC Transfer', 'Unsaved FPC Transfers', and 'Prior FPC Transfers'. Below the tabs, there are input fields for 'Recipient' (1000 ALABAMA DEPARTMENT OF TRANSPORTATION), 'Project' (AL-16-0028-00 FY 2001 Capital /Purchased Transpor), and 'FPC Transfer By' (Travis Klein Analyst 9/25/2001). Below these are two tables: 'Transfer From:' and 'Transfer To:'. The 'Transfer From:' table has columns: Amd #, Cost Center, UZA, FY, Available For Transfer, and Transfer Amount. The 'Transfer To:' table has columns: FPC and Transfer Amount. At the bottom, there is a text area for 'FPC Transfer Remarks:'. Callout 2 points to the 'Acct Class Code' column in the 'Transfer From:' table. Callout 4 points to the 'Transfer Amount' column in the 'Transfer To:' table. Callout 5 points to the 'FPC Transfer Remarks:' text area.

Acct Class Code	FPC
2001.21.16.00.1	00

Amd #	Cost Center	UZA	FY	Available For Transfer	Transfer Amount
00	65000	10000	2001	1,341,753.00	0.00

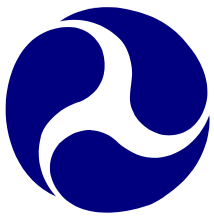
FPC	Transfer Amount
06	0.00
09	0.00
	0.00

FPC Transfer Remarks:

Figure 15

### Unsaved FPC Transfers Tab

6. This tab shows all of the changes in a spreadsheet format that the user has currently made regarding the FPC Transfer prior to saving their input (see Figure 16).



7. This screen is read only, and the transfer remarks should correspond to the record that is highlighted.

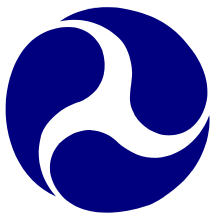
The screenshot shows a web browser window titled "FPC Transfer (AL-16-0028-00) - Microsoft Internet Explorer". The application has a tabbed interface with three tabs: "FPC Transfer", "Unsaved FPC Transfers", and "Prior FPC Transfers". The "FPC Transfer" tab is active. It contains a table with the following columns: "Amd #", "Acct Class Code", "Cost Center", "UZA", "FY", "From FPC", "To FPC", "Transfer Amount", "Transfer Date", and "Transfer By". Below the table is a large text area labeled "FPC Transfer Remarks:". The browser's status bar at the bottom shows "Done" and "Internet".

Amd #	Acct Class Code	Cost Center	UZA	FY	From FPC	To FPC	Transfer Amount	Transfer Date	Transfer By

FPC Transfer Remarks:

Figure 16

## Prior FPC Transfers Tab

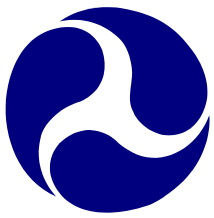


8. This tab (see Figure 17) shows all of the previously saved FPC Transfers for the given project. It is essentially a history of all of the transfers in the same spreadsheet format as the Unsaved FPC Transfers tab.
9. This tab/screen is for viewing previous transactions, and is therefore not modifiable.

The screenshot shows a web browser window titled "FPC Transfer ( AL-16-0029-00 ) - Microsoft Internet Explorer". The main content area is titled "FPC Transfer" and contains three tabs: "FPC Transfers", "Unsaved FPC Transfers", and "Prior FPC Transfers". The "FPC Transfers" tab is active, displaying a table with the following columns: Amd #, Acct Class Code, Cost Center, UZA, FY, From FPC, To FPC, Transfer Amount, Transfer Date, and Transfer By. Below the table is a large text area labeled "FPC Transfer Remarks:". The interface includes standard web browser controls and a status bar at the bottom showing "Done" and "Internet".

Amd #	Acct Class Code	Cost Center	UZA	FY	From FPC	To FPC	Transfer Amount	Transfer Date	Transfer By

Figure 17



## Project Info

1. Click on Project Management and query for a project
2. Highlight the project by clicking on it and then click on Project Info. A new window will open displaying the Recipient Contact and the FTA Project Manager. Note: you may only access this window if the application is Active/Executed.
3. If the project is not Active/Executed, then you will receive a pop up message as displayed in Figure 18.
4. You may make changes to the Project Info screen by clicking on the Update button.  
The window will change notifying you of your update.

The screenshot displays the TEAM-Web interface. On the left is a 'Main Menu - (Home)' sidebar with a tree structure. The 'Project Management' section is expanded, and 'Project Info' is selected, indicated by an arrow. The main area shows 'Project Query Results' with a table of projects. The 'Project Info - Windows Internet Explorer' window is open, showing a form with 'Recipient Contact: John Przylepa (410) 767-3770' and 'FTA Project Manager: Sheila Byrne'. Below the form are 'Update' and 'Cancel' buttons. An arrow points from the 'Update' button to a circular callout containing the number '4'. To the right of the callout is a 'Windows Internet Explorer' pop-up window with a yellow warning icon and the text: 'Please make changes in the Project Information under Modify Application.' with an 'OK' button. Below this is another 'Information' pop-up window with the text: 'Project MD-03-0064-06 successfully updated.' and a 'Close' button. The bottom of the main window shows 'Project Details' for Project Number MD-03-0064-06, FY2000, Cost Center 783-C, Application Type Electronic, Submitted 11/10, Entered 11/8/1999, Awarded 5/3/2, Recip. Contact John Przylepa (410) 767-3770, and Executed 5/4/2.

Project Number	Description
MD-04-0006-02	MARC Station Earmarks
MD-04-0007-01	Bus Purchases (FY06/07 Earmarks)
MD-04-0008-01	Wheaton Earmarks
MD-04-0009-00	Central MD Transit and Maint. Facility
MD-04-0010-01	Integrity Bus Intermodal Terminal

Project Details			
Project Number:	MD-03-0064-06	FY2000	Cost Center:
Application Type:	Electronic		Submitted:
Entered:	11/8/1999		Awarded:
Recip. Contact:	John Przylepa (410) 767-3770		Executed:

Figure 18



## **New CloseOut Process**

### **Requirements**

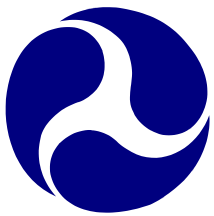
Before you start the close out process, you need to verify the project balance. To verify the project balance, click on **Project Funds/Status** and follow the instructions given previously within this chapter.

Notes:

- An amendment number will automatically be assigned to the project, whether a deobligation is required or not.
- Once a close out has been initiated, you will not be allowed to go into “revise project budget” from the project management menu. The final project budget and any necessary adjustments to the control totals (adjusting total local amount) will be completed from the “close out reviewer,” detailed later in the chapter.
- Verifying the balance in the project can also be viewed from the closeout screen. If you opt to check the project balance from the closeout screen, we suggest you do it before you submit your final budget, final FFR, and final milestone report.
- Final budget and final FFR totals need to match.

### **Accessing the New Closeout Feature**

- At the project query screen, query the project you want to close out
- Click on New Closeout Process (see Figure 19 )



**Project Query Results** [Next](#)

Project Number	Description	Rev.
IL-90-X100-00	FY 1987 SECTION 9 CAPITAL AND PLANNING G	2
IL-90-X160-00	CAPITAL	2
IL-90-X178-00	RAIL MOD REHAB	2
IL-90-X185-00	CAPITAL IMPROVEMENT FOR CTA	1
IL-90-X196-00	BUS AND RAIL MOD	1
IL-90-X223-00	CAPITAL (CMAQ)	1
IL-90-X232-02	CAPITAL	1

**Project Details**

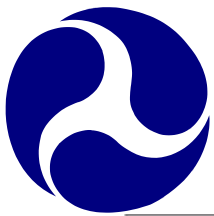
Project Number:	IL-90-X100-00	FY1988	Cost Center:	785-00
Application Type:	Paper		Submitted:	6/30/1984
Entered:			Awarded:	9/30/1987
Recip. Contact:			Executed:	12/21/1987
FTA Manager:	DON GISMONDI		FTA Amount:	\$55,328,186.00
Status:	Active		Total Elig. Cost:	\$69,160,233.00
Description:	FY 1987 SECTION 9 CAPITAL AND PLANNING G			
Recipient:	1182 - CHICAGO TRANSIT AUTHORITY			

Figure 19

### Close Out Reviewer for a non-ARRA project (ARRA – The American Recovery and Reinvestment Act)

1. The close out reviewer screen indicates the action items that are complete, and what items still need to be done in order to closeout the grant (see Figure 20).
2. Checkmarks indicate items that are complete and no further action is necessary.
3. No checkmark indicates that an action is required before the grant can be closed.
4. Click on “proceed to close out” or “cancel”
5. Red circle with an “x” indicates an action needs to be completed before proceeding to next step.





Close Out Reviewer	
<b>Project Executed</b>	<input checked="" type="checkbox"/>
<b>Budget Exists</b>	<input checked="" type="checkbox"/>
<b>Unliquidated Balance</b> This Project has unliquidated funds of \$3566818.00 Unliquidated funds shall be deobligated in the full amount specified above. Do you accept? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> <a href="#">Show Control Totals</a>	<input checked="" type="checkbox"/>
<b>Final FSR</b>	<input checked="" type="checkbox"/>
<b>Final Milestone Report</b>	<input checked="" type="checkbox"/>
<input type="button" value="Proceed to Close Out"/> <input type="button" value="Cancel"/>	

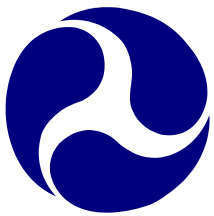
Close Out Reviewer	
<b>Project Executed</b>	<input checked="" type="checkbox"/>
<b>Budget Exists</b>	<input checked="" type="checkbox"/>
<b>Unliquidated Balance</b> This Project has unliquidated funds of \$197600.00 Unliquidated funds shall be deobligated in the full amount specified above. Do you accept? YES <input type="checkbox"/> NO <input type="checkbox"/> <a href="#">Show Control Totals</a>	<input checked="" type="checkbox"/>
<b>Final FFR</b> <u>Note:</u> Federal Financial Report is not marked "Final".	
<b>Final Milestone Report</b> <u>Note:</u> Milestone/Progress Report is not marked "Final". Some of the Milestone Progress Report actual completion dates are invalid.	
<input type="button" value="Proceed to Close Out"/> <input type="button" value="Cancel"/>	

Figure 20

6. Liquidated balance- to accept the amount that will be deobligated. A checkmark will now appear (see Figure 21). If a deobligation is required, you will need to adjust the “Show Control Totals”).
7. Make the necessary adjustments to the local share amendment column (enter a minus sign before the amount if you are returning more money that what is listed in the close out amendment field.

Note: In this example, there are no checkmarks next to final FFR and final milestone report. Read what still needs to be done, then: click on “Proceed to Close Out”.

8. If the unliquidated balance is not correct, click in the “no” box, and then click on “cancel”. This will return



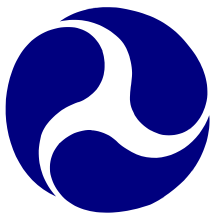
you to the project query screen. At this point, you may need to verify the balance remaining in grant by going into project funds/status under project management, or contact your regional office contact for assistance.

The figure consists of two side-by-side screenshots of a web application titled 'Close Out Reviewer - Windows Internet Explorer'.

The left screenshot shows the 'Close Out Reviewer' form. It has a blue header bar with the title. Below it are several sections: 'Project Executed' with a checked checkbox, 'Budget Exists' with a checked checkbox, 'Unliquidated Balance' with a text area containing 'This Project has unliquidated funds of \$2841392.00' and 'Unliquidated funds shall be deobligated in the full amount specified above.' followed by 'Do you accept? YES ☒ NO ☐'. Below this is a link 'Show Control Totals'. The 'Final FFR' section has a note: 'Note: Federal Financial Report is not marked "Final"'. The 'Final Milestone Report' section has a note: 'Note: Milestone/Progress Report is not submitted. Some of the Milestone Progress Report actual completion dates are invalid.' At the bottom are two buttons: 'Proceed to Close Out' and 'Cancel'. Numbered callouts 6, 7, and 8 are present. Callout 6 points to the 'Unliquidated Balance' section. Callout 7 points to the 'Show Control Totals' link. Callout 8 points to the 'Final Milestone Report' section.

The right screenshot shows a dialog box titled 'Please Enter Control Totals:'. It has two columns: 'Current Amendment' and 'Close Out Amendment'. The rows are: 'Total FTA Amount' with values '\$1,953,002.00' and '\$-1,679,694.18'; 'Total State Amount' with values '\$0.00' and '\$0.00'; 'Total Local Amount' with values '\$0.00' and '\$0.00'; and 'Special Cond Amount' with values '\$0.00' and '\$0.00'. At the bottom are 'OK' and 'Cancel' buttons.

Figure 21



## Close Out Reviewer for an ARRA project

9. Repeat step 1 through step 9 as in section “Close Out Reviewer for a non-ARRA project” above.
10. “Final 1201c Report” is an additional report that appears in the close out reviewer screen, which is related to ARRA projects (see Figure 22).

**Close Out Reviewer**

<b>Project Executed</b>	<input checked="" type="checkbox"/>
<b>Budget Exists</b>	<input checked="" type="checkbox"/>
<b>Unliquidated Balance</b> This Project has unliquidated funds of \$2165849.00 Unliquidated funds shall be deobligated in the full amount specified above. Do you accept? YES <input type="checkbox"/> NO <input type="checkbox"/> <a href="#">Show Control Totals</a>	<input type="checkbox"/>
<b>Final FFR</b> <u>Note:</u> Federal Financial Report is not marked "Final".	<input type="checkbox"/>
<b>Final Milestone Report</b> <u>Note:</u> Milestone/Progress Report is not marked "Final". Some of the Milestone Progress Report actual completion dates are invalid.	<input type="checkbox"/>
<b>Final 1201c Report</b> <u>Note:</u> The 1201c Report needs to be resubmitted or has not been submitted.	<input type="checkbox"/>

[Proceed to Close Out](#) [Cancel](#)

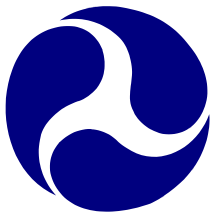
**Project Close Out**

Close Out | Funds Status | Close Out / Deobligation

<b>Budget</b> Project Totals Do Not Match. Please go to Budget Screen and adjust project amounts.	<input type="checkbox"/>
<b>Final FFR</b> Federal Financial Report is not marked "Final".	<input type="checkbox"/>
<b>Final Milestone Report</b> Milestone/Progress Report is not marked "Final". Some of the Milestone Progress Report actual completion dates are invalid.	<input type="checkbox"/>
<b>Final 1201c Report</b> <u>Note:</u> The 1201c Report needs to be resubmitted or has not been submitted.	<input type="checkbox"/>

Figure 22

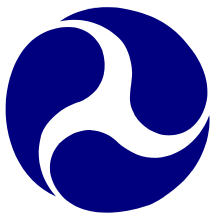
11. The message will state whether grantee needs to submit or resubmit their 1201c Report. If an X appears, report needed to be worked on.
12. Enter all correspondent data elements (all fields required) into the 1201c Report and click “Update Report” when finished.



## **Close Out Tab**

### **Final Project Budget**

- 13.** The project closeout screen has 3 tabs (Close Out; Funds Status; Close Out/Deobligation) – see Figure 23.  
Grantees can only access the first two tabs.
- 14.** Any item not checked, requires further action before completing the closeout request.
- 15.** To correct or complete an item, click on the picture in the middle column of the table displayed (This will link you immediately to the appropriate screen).
- 16.** Close-out budget screen– revise all line items to reflect actual expenditures.
- 17.** Differences must be zeroed out before clicking on the OK button. (Note:Final budget and FFR totals must match)
- 18.** Continue correcting and completing any items that have a circle with an “x”



**Project Close Out**

Close Out | Funds Status | Close Out / Deobligation

**Budget** 15 ☒ **Grantee Close Out**

**Final FSR** 14 ☐ **Financial Status Report is not marked "Final".**

**Final Milestone Report** ☒

**CLOSE-OUT BUDGET( MD-01-6002-06 )**

PRJBUD  
55000  
555200  
OTHER

**PROJECT CONTROL TOTALS:**

Scope	Scope Description	Qty	FTA Amount	Total Elig. Cost
55000	RESEARCH PROJECTS	0	\$5,749,494.00	\$5,749,494.00

**PROJECT BUDGET**

Scope	Scope Description	Qty	FTA Amount	Total Elig. Cost
55000	RESEARCH PROJECTS	0	\$5,749,494.00	\$5,749,494.00

**Details:**

Scope/ALI: 55000

Std. Desc: RESEARCH PROJECTS

User Desc: RESEARCH PROJECTS

Fuel:

Reviewer Messages:

Figure 23



### **Final Federal Financial Report**

- 19.** Click on the picture of the FFR screen in the middle column of the table displayed in the Close Out tab of the Project Close Out tool to pull up the Federal Financial Report screen.
- 20.** First, go to the Financial Status tab (see Figure 24)
- 21.** Revise total outlays (lines a and b).
- 22.** In the final report, only zero's can be shown in the unliquidated obligations (lines d and e).
- 23.** Line "i" must equal the amount being deobligated, or zero. (REMEMBER: FINAL FFR AND BUDGET TOTALS MUST MATCH)
- 24.** Click on the Summary tab
- 25.** Change final report field to "Yes, Final Report"
- 26.** Click in circle next to "Submit Report" (do not click in "Work in Progress").
- 27.** Click on the green OK button.
- 28.** Continue making corrections until all items are checked.



**Financial Status Report**

Line: Transactions:	Previous	This Period	Cumulative
A. Total Outlays:	\$0.00	\$0.00	\$0.00
B. Recipient Share of Outlays:	\$0.00	\$0.00	\$0.00
C. Federal Share of Outlays:	\$0.00	\$0.00	\$0.00
D. Total Unliquidated Obligations:			\$0.00
E. Recipient Share of Unliq. Oblig:			\$0.00
F. Federal Share of Unliq. Oblig.:			\$0.00
G. Total Federal Share (C+F):			\$0.00
H. Total Federal Funds:			\$0.00
I. Unobl. Bal. of Fed Funds (H-G):			\$0.00

**Federal Financial Report**

Summary | Financial Status | Remarks & Comments

☐ Work In Progress ☒ Submit Report

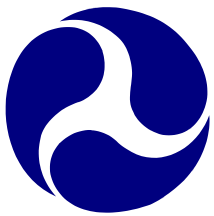
Recipient: 6868 SAVANTAGE SOLUTIONS  
Project: MD-01-6002-06 National Transit Database Operation  
Amendment: CLOSE OUT AMENDMENT  
☒ Quarterly ☐ Monthly ☐ Other  
Period: 2010.2nd Quarter  
Final Report? Yes, Final Report  
Paper Award? ☐ Yes ☐ No  
Initial Submission:  
Last Update:  
Pre-Award Authority? ☐ Yes ☐ No  
Report Status: No MS/P Report, No FFR  
Project Status:  
Indirect Expense: Type: N/A  
Rate: 0.00%  
Base: \$0.00  
Amount Charged: \$0.00  
Federal Share: \$0.00

No quarterly report exist for the selected period: 2004, 2nd Quarter

Figure 24

## Final Milestone Status Report

29. Click on the picture of the FSR screen in the middle column of the table displayed in the Close Out tab of the Project Close Out tool to pull up the Milestone Status Report
30. First visit the default Summary tab (see Figure 25)
31. Change final report field to “Yes, Final Report”
32. Click in circle next to “Submit Report” (do not click in “Work in Progress”)
33. In the project status overview field enter in final narrative report.
34. Click on the Milestone Status tab and enter in actual completion dates for all milestones.
35. Click on the green OK checkmark.



**Milestones Status Report**

Summary | Milestone Status

☐ Work In Progress ☐ Submit Report

Recipient: 6868 SAVANTAGE SOLUTIONS

Project: MD-01-6002-06 National Transit Database Operation

Amendment: CLOSE OUT AMENDMENT

Period: FY2010, 2nd Quarter Paper Award? ☐ Yes ☐ No Pre-Authority? ☐ Yes ☐ No

☒ Quarterly ☐ Monthly ☐ Other Initial Submission:

Final Report? No, Not Final Report Last Update:

Report Status: No MS/P Report; No FFR

Project Status:

Project Status Overview

31 32 33

**Milestones Status Report**

Summary | Milestone Status

Scope-ALI	Seq No	Milestone Description	Orig. Est. Comp. Date	Rev. Est. Comp. Date	# Rev	Actual Comp. Date
Proj. Budget	1	Report	10/31/2010		0	

Line Item:

FTA Amount: Total Eligible Cost: Quantity:

3<sup>rd</sup> Party Contractor Code:

Milestone Detail Description Milestone Progress

33

Figure 25

Note: The Close Out tab should now show all checkmarks. When each item displays a checkmark, you will then be able to complete the closeout process.

## Funds Status Report

**36.** This is a read only view (see Figure 26) that again allows you to verify balance, and disbursement amounts.

**37.** Click on project totals. This will show the total unliquidated balance of disbursements.





**Project Close Out**

Close Out   Funds Status   Close Out / Deobligation

View By: Account Class Code

CstCtr	Acc Class Cd	FP	Reservation	Obligation	Deobligation	Disbursement	Refund
65000	2001.47.03.31.1	00	\$489,023.00	\$489,023.00	\$0.00	\$294,346.00	\$0.00

**36**

**37**

**Project Totals:** \$489,023.00   \$489,023.00   \$0.00   \$294,346.00   \$0.00

**2001.47.03.31.1 - 00 Totals**

Net Obligations: \$489,023.00

Net Disbursements: \$294,346.00

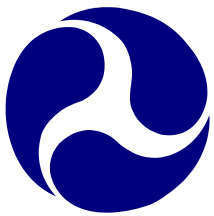
Auth. Disbursements: \$489,023.00

Unliquidated Balance: \$194,677.00

**Disbursement/Refund Records:**

Account Class Code	Transaction Type	Transaction Date	Transaction Amount
2001.47.03.31.1	DISB	3/11/2004 12:00	\$294,346.00

Figure 27



## Submit for Close Out for non-ARRA Project

38. On the Project Close Out form, click on the green OK checkmark (see Figure 28)
39. A message box will pop up and ask if you are ready to submit this project for close out
40. Click on OK

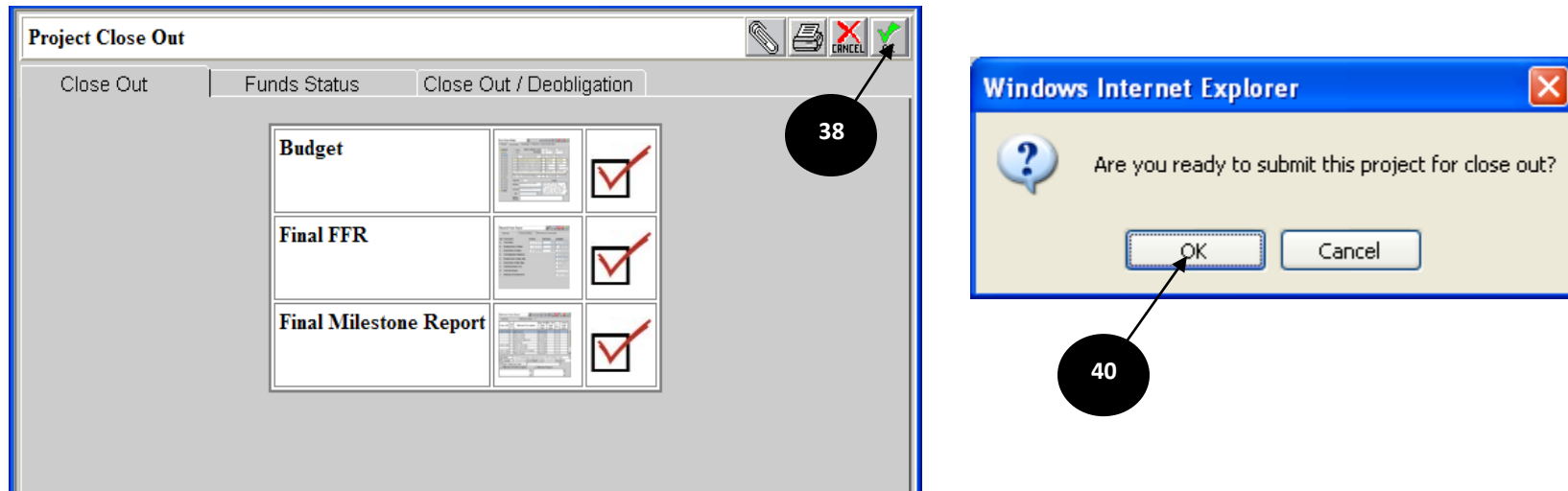
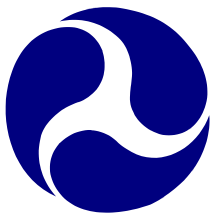


Figure 28

41. Request for project closeout has been completed. You will be returned to the project query screen.
42. Status of project should read, "Active/Close-Out Required"

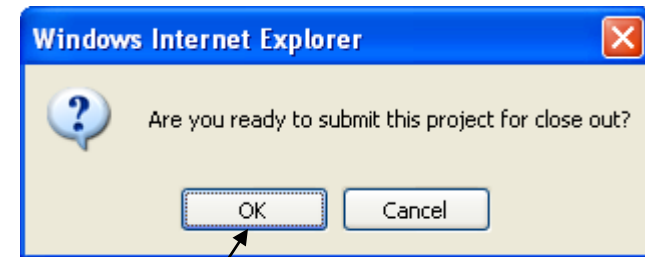
Note: Closeout amendments with status "Active/ Ready for Close-Out" or status "Active/ Close-Out Required" can be deleted, which will return the previous amendment to an active status. Please see Chapter 10 of this guide for information on the Delete Closeout Amendment feature.



## Submit for Close Out for ARRA Project

43. On the Project Close Out form, Final 1201c Report is included on Project Close Out screen. Click on the green OK checkmark (see Figure 28).
44. A message box will pop up and ask if you are ready to submit this project for close out.
45. Click on OK.

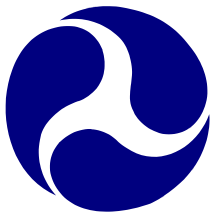
Figure 29



FTA STAFF ONLY FROM THIS POINT ON  
FTA must now finish the closeout of the grant.

### Close Out/ Deobligation Tab and Final Close Out

46. FTA Personnel with the appropriate access may query for a project in an “Active/Close- Out Required” status and click on the New Closeout Process Link.



- 47.** Current date will populate into “FTA Approves Close-Out” field. If no funds are being deobligated, you may approve the closeout of the grant by clicking on the green OK checkmark (see Figure 30)
- 48.** If funds are being deobligated, it can be done automatically or manually
  - a. Automatically: simply click on the green OK checkmark and proceed to step 45 b.
  - b. Manually: click on Open Deobligations
    - i. Highlight account class code- FPC; designate if funds were earmarked or not; and enter in amount showing as an unliquidated balance. Repeat for each account class code-FPC where an unliquidated balance appears, until entire amount has been deobligated
    - ii. Click on the green OK checkmark



**Project Close Out**

Close Out | Funds Status | Close Out / Deobligation

Recipient: 6523 DANYA INTERNATIONAL, INC

Project: MD-27-1004-01 Transit@TheTable: Guide for Small/M

Gross Project Cost: \$149,385.00 Date Recip. Requests Close-Out: 6/4/2009

Adjustment Amount: \$0.00 Date FTA Approves Close-Out: 4/16/2010

Total Eligible Cost: \$149,385.00 Date Records Sent to FRC:

Total FTA Amount: \$149,385.00 Federal Records Control Number:

Other Federal Funds: \$0.00 Local Share: \$0.00

Total Obligations: \$149,385.00 Current Deobligations: \$12,042.67

Net Disbursements: \$137,342.33 Unliquidated Balance: \$12,042.67

Application will deobligate all unliquidated funds automatically. Enter Deobligation Screen, to complete deobligations manually. **Open Deobligations**

**Deobligation**

Recipient: 6523 DANYA INTERNATIONAL, INC

Project: MD-27-1004-01 Transit@TheTable: Guide for Small/M

Deobligation By: Luam Tesfaye ActioNet-Tester 4/16/2010

Acct Class Code-FPC: 2005.21.18.X7.1-09

Type of Funding: ☐ Earmark/Discretionary?

Project Totals:

Total FTA Amount: \$137,342.33

Required Deobligation Amount: \$12,042.67

Current Deobligation Amount: \$0.00

Difference: \$12,042.67

Amend #	Cost Center	UZA	FY	Acct-FPC Total Unliq. Balance	Net Obligations	Current Deobligations
00	71000	240000	2006	\$12,042.67	\$149,385.00	0

Acct Class Code-FPC Totals: \$12,042.67 \$149,385.00 \$0.00

Figure 30

49. Verify that all items have a check mark on the Close Out tab
50. Verify that the date has correctly populated in the Date FTA Approves Close-Out field
51. Click on the green OK checkmark
52. A pop up message will appear and ask if you want to close the project now (see Figure 30)
53. Click on OK
54. Verify that project is closed when returned to project query screen. (You may need to refresh the query)

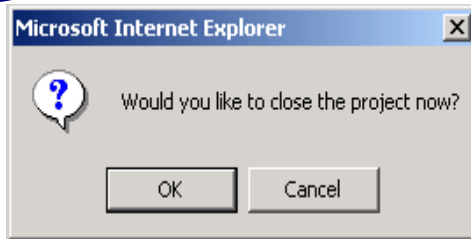
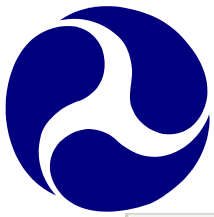


Figure 31

Project Details		
Project Number:	DC-03-0050-01	FY2004
Application Type:	Electronic	
Entered:	5/11/2004	
Recip. Contact:	Lisa Thompson	
FTA Manager:	Lucille Pearson	
Status:	Closed	
Description:	CLOSE OUT AMENDMENT	
Recipient:	1398 - WASHINGTON METROPOLITAN AREA TRANSIT	
Cost Center:		
Submitted:		
Awarded:		
Executed:		
FTA Amount:		
Total Elig.:		



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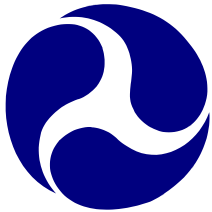
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